

Procedure No. 316.1

Area: General Administration

*Original signature is on file in
Administration & Finance*

Adopted: June 9, 2016

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted:

SUBJECT: Parking and Traffic Control

1. Vehicles on campus: The following procedures apply to all vehicles operated on campus, including, but not limited, to motor vehicles, motorcycles, and bicycles.
 - a. Pedestrians have the right of way at all times.
 - b. Parking permits are required in all parking lots.
 - c. Responsibility for locating a legal parking space resides with the vehicle operator. Lack of an available parking space is not justification for violation of parking regulations. Permit parking spaces in specific lots are not guaranteed to be available.
 - d. The university assumes no responsibility for vehicles or their contents, including lost or stolen permits.
 - e. Parking permits are sold and issued by Cash Management.
 - f. The legal permit registrant, vehicle owner(s), and/or vehicle operator, is responsible for all violations involving the registered vehicle.
 - g. Permits must be attached to the windshield or the inside rear view mirror with the identification visible from the front of the vehicle.
 - h. Parking regulations are in effect at all times.
 - i. The maximum speed limit on all campus roads, as well as in all parking lots, is 15 mph.
 - j. Vehicles must be parked inside specified parking space lines.
 - k. Vehicles parked in handicapped-designated spaces must have a CSU parking permit in addition to their state plate or placard.

2. Parking bicycles and small motorized vehicles that do not require registration
 - a. Bicycles must be parked in bicycle racks. Bicycles should not be parked in campus buildings (except student residence hall rooms) or locked to trees, light/sign posts, fences, handrails, etc.
 - b. Riding bicycles on sidewalks and other pathways is permitted. Riding inside campus buildings is not permitted.
 - c. Small motorized vehicles that do not require registration (e.g., Hover boards, Segways, etc.) must be operated safely at all times. At no time are Hover boards permitted to be used or stored in residence halls.
 - d. Small motorized vehicles must be parked out of the flow of all mobile and pedestrian traffic.
3. Visitor Parking
 - a. A valid CSU parking permit is required for all vehicles parked on campus.
 - b. Visitors can obtain a free temporary visitor's parking permit from the Department of Public Safety.
 - c. Departments hosting visitors should request visitor parking permits on the Conference and Event Services Application Form, or by contacting the Department of Public Safety.
 - d. Departments having the same visitor(s) for multiple meeting dates during a semester may request a visitor permit to be issued for the event dates by contacting the Department of Public Safety.
 - e. Departments hosting large events or conferences should schedule parking arrangements well in advance and be considerate of the impact on student parking when scheduling dates and times.
4. Towing a Vehicle
 - a. Vehicles may be towed or booted for the following violations:
 - i. The vehicle is parked in a manner that creates a hazard to safety or construction progress, or that obstructs or impedes the flow of vehicular or pedestrian traffic.
 - ii. The vehicle does not have a current parking permit.

- iii. The vehicle is parked with an illegal or invalid permit.
 - iv. The vehicle has accumulated multiple unpaid citations.
 - v. An unauthorized vehicle is parked in a handicap space, reserved space, visitor space, service space, or any other restricted area.
 - vi. The vehicle is obstructing a fire lane.
- b. Vehicles will be continued on an eligibility list for towing/booting until fines are paid in full. The university is not responsible for damage resulting from vehicle towing, booting, or any other condition as defined by this procedure or by Chapter 4511 of the Ohio Revised Code.
5. Fine Payments: Fines may be paid at Cash Management. Any violation notice that has not been paid or appealed within one month of issuance shall be considered unresolved.
6. Appeals: Appeal forms and information concerning the appeal procedure are available at the Department of Public Safety. Appeals must be filed within one month of issuance of a violation notice.
7. Road Closings
- a. All conferences and events to be held on campus must be registered with the Office of Conference and Event Services. When an event requires closing a campus road or fire lane, the sponsoring organization must contact CSU's Director of Public Safety as well as the Director of Facilities Management. Facilities Management will notify and secure approval of proposed road and fire lane closings from the Department of Environmental Health and Safety. Public Safety will notify and secure approval from the Xenia Township Fire Department. Final approval rests jointly with CSU's Departments of Public Safety and Facilities Management. Approval or disapproval will be conveyed by CSU's Police Department to the Office of Conference and Event Services, which in turn will notify the sponsoring organization or department.
 - b. When it is necessary to provide alternate access in order to achieve a road or fire lane closing, all expenses associated with such alternate plans will be funded by the sponsoring organization or department.
 - c. When additional police officers are required for any event, any overtime expenses and outside contracting costs incurred by CSU's Police Department will be reimbursed by the sponsoring department/organization.
 - d. Advertising or notification of events is the responsibility of the sponsoring department/organization.